

Dial-In Access Policy

1.0 Purpose

The purpose of this policy is to protect the Departmental Administration electronic information from being inadvertently compromised by authorized personnel using a dial-in connection.

2.0 Scope

The scope of this policy is to define appropriate dial-in access and its use by authorized personnel.

3.0 Policy

Departmental Administration employees and authorized third parties (contractors, etc.) can use dial-in connections to gain access to the corporate network. Dial-in access will be strictly controlled, using one-time password authentication. Dial –in access shall be granted after submitting a written request to, and approval from the DA-CIO.

It is the responsibility of employees/contractors with dial-in access privileges to ensure a dial-in connection to the Departmental Administration is not used by non-employees to gain access to information system resources. An employee who is granted dial-in access privileges must remain constantly aware that dial-in connections between their location and Departmental Administration are literal extensions of Departmental Administration's corporate network, and that they provide a potential path to sensitive information. The employee and/or authorized third party individual must take every reasonable measure to protect Departmental Administration's assets.

Cable Modems, DSL and non-GSM digital cellular phones cannot be used to connect to the Departmental Administration's internal corporate network, as their signals can be readily scanned and/or hijacked by unauthorized individuals. Only GSM standard digital cellular phones are the only wireless devices considered secure enough for connection to Departmental Administration's network.

Note: Dial-in accounts are considered 'as needed' accounts. Account activity is monitored, and if a dial-in account is not used for a period of six months the account will expire and no longer function. If dial-in access is subsequently required, the individual must request a new account as described above.

4.0 Enforcement

Violations will be subject to disciplinary actions in accordance with Departmental Regulation.

5.0 Revision History